REMINDER AND UPDATE—STATUS OF NON-COMPETING GRANT PROGRESS REPORT NOTIFICATION

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NOTICE: NOT-OD-03-054

National Institutes of Health (NIH)

This Notice updates the NIH extramural community on the status of non-competing grant progress report notification.

Historically, NIH reminded grantees about the submission of a progress report by mailing a pre-printed face page. In August 2002 NIH announced a modification of this business process and discontinued this mailing (see http://grants.nih.gov/grants/guide/notice-files/NOT-OD-02-066.html). Since that time, the NIH Office of Extramural Research has hosted a website of Non-competing Progress Report due date information. Located at: http://era.nih.gov/userreports/pr_due.cfm, grantee officials query using their Institutional Profile Number (IPF) to return a list of "due" progress reports. If an official is not certain of the IPF, a companion query is also available at the site to help determine the appropriate IPF. Grantee officials are encouraged to review this list at least once a month. Several months of "due" information are in the query at all times and records drop off of the list as NIH receives the progress reports. New records are added on/around the 30th of each month.

For grantee institutions and principal investigators (PIs) registered in the NIH eRA Commons, the progress report due information is available in the Commons Status system. Commons-registered institutions and PIs also have access to pre-populated face pages via Status. For more information on the NIH Commons, see: https://commons.era.nih.gov/commons/index.jsp

In an effort to improve the timely submission of non-competing progress reports, NIH recently implemented two separate e-mail reminders to the PI. An initial reminder is sent two months prior to the due date. Approximately two weeks after the due date, a follow-up reminder is sent for those progress reports that are overdue.

Progress reports should continue to be mailed directly to the NIH awarding Institute/Center. A list of Institute/Center mailing addresses for progress reports is found at: http://grants.nih.gov/grants/type5_mailing_addresses.htm.

The instructions in the PHS 2590 (Non-competing Progress Report) and PHS 416-9 (Individual Kirschstein-NRSA Fellowship Progress Report) have been updated to include

information on this change in business process. Revised PHS 2590 Instructions are located at: http://grants.nih.gov/grants/funding/2590/section_1.html and http://grants.nih.gov/grants/funding/2590/section_5.html.

Revised PHS 416-9 Instructions are found at: http://grants.nih.gov/grants/funding/416-9/phs416-9.htm#section1.

Questions concerning the web query or access through the Commons should be addressed to the eRA Helpdesk: e-mail: Commons@od.nih.gov. Questions concerning submission of progress reports should be directed to the specific NIH Institute/Center.

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Department of Health and Human Services

National Institutes of Health (NIH)
9000 Rockville Pike
Bethesda, Maryland 20892